

MINUTES LIBRARY GOVERNING BOARD: February 8, 2017. IN ATTENDANCE: Chairman, Richard Golden, Claire Paquette, Jo-Jean Keller, Sally Lunt and Hillary Kuhl. Also in attendance: Diane Nadeau, Library Director.

Chairman Golden called the meeting to order at 6:30 PM. The Board did not meet in January 2017 therefore reviewed the December 2016 and January 2017 circulation statistics. Mrs. Kuhl noted the success of the Library's Maine Street Parade in December 2016. She noted the benefits of reaching out to the Main St. businesses. Miss Paquette noted the December DVD circulation statistics at 616 verified that patrons enjoyed the selection of adult and children holiday movies.

Mrs. Lunt noted the significant increase in the number of Inter Library Loan items that the library received for Lisbon patrons in the month of January. The 92 items included many DVD's, audio books as well as adult and children's books. Mrs. Nadeau assured the Board that the ILL System will continue to provide materials to Lisbon citizens when the library transitions to the new MILS System this spring.

The Board reviewed and approved a request by the Library Director to "clean up" and delete old information in the overdue system that dates back to 1994. She explained that the information is so old and inaccurate that it does not make sense to move this into the new statewide MILS System. The Board voted unanimously 5-0 to allow the library to delete the outdated overdue files from 1994-2011. This will allow the Lisbon Library to transfer current information for easier access and accuracy.

The Board also reviewed the update in the MILS transition process. Miss Paquette commended the staff for completing the new 14 digit bar-code patron cards for all 2,600 patrons in a timely manner. Mrs. Nadeau noted the new cards are being given to patrons as they visit the library. This allows the staff to explain the new MILS System to patrons before the spring startup date. Miss Keller noted that staff is working hard to bar-code adult and children's books to prepare for the statewide on-line card catalog. Mrs. Nadeau noted that all DVD's have been re-bar-coded and now have their 14 digit bar-code on the outside of the DVD case for easy check out and return.

The Governing Board also reviewed and discussed a request by the Library Director to change the Inter Library Loan Request forms. There had been an unlimited number of requests that patron could leave with staff for processing. There are several important reasons for the request for changes in the ILL Request Policy. We have seen a significant increase in the number of patrons who seek this service, there are changes in the program that processes the requests at the state level and the anticipated continued increase in requests as the library transitions to a patron based ILL system. This necessitates the change to a limited ILL requests policy. The Library Governing Board voted unanimously 5-0 to allow 2 ILL requests at a time with staff prepared to expeditiously process new requests as materials are returned.

The Board was also given an update on the forthcoming 2017-18 Library Department proposed budget. Mrs. Nadeau informed the Board that a copy of a proposed budget would be available as soon as the accounts and calculations are provided by the Town Manager's Office and ready for March 28, 2017 Town Council presentation. There was no other Library Governing Board business to take care of

therefore the meeting was adjourned at 7:49 PM. The next Governing Board meeting is 3/8/17 at 6:30 PM at the library and the public is invited to attend.

Respectfully submitted,

Diane I. Nadeau

Library Director